



Department of
**Primary Industries and
Regional Development**



Regional Economic Development (RED) Grants Acquittal Report

RED Grants Acquittal Report Guide

INTRODUCTION

Why do you need to acquit your grant?

Having completed your funded project, the Kimberley Development Commission and the Department of Primary Industries Regional Development (DPIRD) needs to gather information from you.

The information that you provide in your Acquittal Report will:

- Account for your use of Royalties for Regions (RfR) funds, demonstrating that the funding was used for the purpose as outlined in your agreement; and
- Assist the Kimberley Development Commission and DPIRD in assessing how successful the Regional Economic Development Grants were in meeting their stated program objectives.

When should you acquit your grant?

The Acquittal Report is due within twelve (12 weeks) of the End Date of the Agreement.

If you are having difficulty in completing the Acquittal Report on time or filling out the Acquittal Report please contact your DPIRD Regional Contact Officer.

The sections in the Acquittal Report template include:

1. Project Details Information
2. Project Report
3. Financial Reconciliation
4. Declaration

Supporting material can also be submitted with your acquittal. This includes photos, media releases, reports or marketing material. Please provide details on what they are of and if the Kimberley Development Commission and DPIRD can use them in future publications or marketing material.

Submitting your acquittal

Please complete your Acquittal Report and email a copy to your DPIRD Contact Officer:

Yvette Parker, Grants and Projects Officer
gpo@kdc.wa.gov.au

Acceptance of your acquittal

Your DPIRD Regional Contact Officer will notify you when they receive your Report. Once the Report has been processed and DPIRD is satisfied that it meets the intended purpose you will receive a letter releasing you of your obligations under your agreement.

Please note that the Acquittal Report and information relating to it is subject to the *Freedom of Information Act 1992* and DPIRD may be required to disclose information contained therein.

Section 1 – Summary Information

Grantee Details	Name of Grantee:	
	Postal Address:	
	Telephone:	
	Email:	
	Contact Person:	
	Position:	
	Acquittal Report Completion Date:	
Project Details	Project Title:	
	Project Description (as per clause 3.1 of the Grant Agreement Schedule)	

Section 2 – Project Report

1. PROJECT BACKGROUND

Provide a brief overview of the Project:

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2. PROJECT OUTCOMES/OUTPUTS

Did the Project meet the Purpose of the Grant (Clause 2.0) and the Project Outcomes/Outputs (Clause 3.2) as stated in the Grant Agreement Schedule?
Please detail & explain below:

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3. PROJECT AIMS AND OBJECTIVES – REGIONAL ECONOMIC DEVELOPMENT

How has the Project met the Regional Economic Development (RED) Program objectives? Please tick the ones that apply to your Project and explain in detail and quantify how each of these have been met.

- Sustainable Jobs growth.
- Increased Productivity.
- Expanding or Diversifying Industry.
- Developing Skills or Capabilities.
- Attracting New Investment in the Region.

4. REPORT ON THE KIMBERLEY DEVELOPMENT COMMISSION'S DISABILITY ACCESS AND INCLUSION PLAN (DIAP)

If the Project involved the supply of services to the public, please complete the questions set out below (Clause 5.2 of the Grants Agreement Schedule).	
DAIP OUTCOME:	ACTIVITIES
All people have the same opportunities to access services and events.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All people have the same opportunities to access buildings and other facilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All people receive information in a format that will enable them to access information readily.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All people receive the same level and quality of service.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All people have the same opportunities to make complaints.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All people have the same opportunities to participate in any public consultation.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3 – Financial Reconciliation

Please complete table below for ALL Project income and expenditure

STATEMENT OF INCOME AND EXPENDITURE		
	DESCRIPTION	\$
Income - Cash:		
A1	RED Grant Funding	
A2	Your Own Organisation's Cash Contribution (if applicable)	
A3	Other Funding (if applicable, please list below. Add more rows as required)	
A4	Total Income (A1+A2+A3)	
Expenditure - Cash:		
B1	Detail Project items funded through RED Grants (please list expenditure items below, add more rows as required)	

B2	If applicable detail Project items funded through your own organisations cash contribution (add more rows as required)	
B3	If applicable detail Project items funded through other cash contributions (add more rows as required)	
B4	Total Expenditure (B1 + B2 +B3)	
C1	Closing Cash Balance (A4 – B4)	
	Comments:	

Section 4 - Authority Declaration

1. Signature of Accountable Authority

[The Accountable Authority should be the original signatory to the Agreement (position), normally the Chief Executive Officer or Director General of the organisation.]

I hereby certify to the best of my knowledge, information and belief that the accompanying Acquittal Report:

- has been prepared in accordance with the terms and conditions of the Grant Agreement;
- is not misleading or inaccurate and presents a true and fair record of the Project achievements for the **<PROJECT>** funded; and
- is not misleading or inaccurate and presents a true and fair view of the financial status of the Royalties for Regions funding received by **<RECIPIENT>** and its receipts for the
- **<RECIPIENT>** has complied with the obligations imposed by the Agreement dated **< SIGNED DATE OF AGREEMENT >**.

Signature of Chief Executive Officer or Accountable Authority

<Print name and position in full>

<Date>

2. Auditor's Opinion

[If the grant (excluding GST) exceeds \$50,000 the Acquittal Report must be certified by an auditor. The following text should be used where this page is signed. Otherwise, the auditor can use their own letterhead using the wording and detail provided below.]

In my opinion, the attached Acquittal Report for the **<PROJECT NAME>** Project is, in all material respects, in compliance with the terms and conditions of the Regional Economic Development Grant Agreement

The Financial Information contained in the Acquittal Report is based on proper accounts and presents fairly, in all material respects, the cash Income and Expenditure for the Project in accordance with Australian Accounting Standards.

Signature of Auditor

Name and Position:

Registered Auditor Number:

Audit/Accounting Firm name:

ABN:

Date: